



SANTA ANA COLLEGE

Institutional Effectiveness and Assessment

Accreditation • Outcomes Assessment • Program Review • Enrollment Management

Draft Minutes

October 6, 2021

2:00 – 3:00pm

Zoom- <https://cccconfer.zoom.us/j/97210888153>

Santa Ana College Mission: Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Santa Ana College Vision Themes: I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

Participants: Dr. Fernando Ortiz, Just Tolentino, Dr. Vaniethia Hubbard, Monica Zarske, Jaki King, Dr. Jarek Janio, Dr. Jeffery Lamb, Tyler Johnson, Kim Smith, Ashly Bootman, Suzanne Freeman, Mike Everett, Andrew Barrios, Monica Macmillen, Dr. Brenda Estrada, Saeid Eidgahy, Dr. Walter Jones, Jim Isbell, Dr. Larisa Sergeyeva, Timothy Winchell, Stephanie Clark, Janet Cruz-Teposte

- I. Introductions and Membership
 - A. Justin Tolentino called the meeting to order at 2:04PM via Zoom.
- II. Public Comments
- III. Information:
 - A. Kim Smith moved to approve the Minutes from September 1, 2021 meeting. Dr. Brenda Estrada second the motion. Motion passed.
- IV. Action Items
 - A. Approval – 2021 – 2022 EI&A Goals
 - i. Jaki King moved to approve the Participatory Governance Committee Goal document. Saeid second the motion. Motion passed.
- V. Discussion:
 - A. Committee and Subcommittee Goals
 - i. Justin Tolentino led discussion of the Participatory Governance Committee Goal document, asked for input, suggestions, and comments to be provided.
 - ii. Edits and discussion took place on live document and participants shared how the document can improve by adding specificity to assist committees/subcommittee with future goal setting and serve as a resource for future planning.
 - iii. Members will take the Participatory Governance Committee Goal document back to their committees/subcommittees for further discussion and will bring back with feedback and discussion next meeting.
- VI. Subcommittee Reports

- A. Outcomes Assessment – Dr. Jarek Janio
 - i. Dr. Jarek Janio and committee met to develop goals. Had good discussion and received feedback.
 - ii. Had kick-off meeting ***connection failed***
- B. Accreditation – Monica Zarske
 - i. Monica Zarske informed their work on accreditation, receiving feedback from commission, able to answer questions and respond with evidence. Down to one question.
 - ii. Monica Zarske and team held a kick-off meeting that included the review team on Tuesday, Oct. 5 via Zoom. It went great. Shared SAC videos with review team.
 - iii. Monica Zarske is thinking of creating a broader accreditation committee and will reach out for participants to make this happen.
 - iv. Dr. Lamb pointed to the core-inquiries initial draft is a basis to begin to begin making improvements for March review visit.
- C. Program Review – Jaki King
 - i. Jaki King announced the completion of their 4-year review program: Emergency Medical Technician (EMT)
 - ii. Jaki King will step down as committee co-chair however she will remain in committee and will help with training and give full support to the incoming person.
 - iii. There are support services for faculty and staff
 - 1. Jaki King | October 8, 2021 | 10:00 am
 - Kim Smith & Tyler Johnson | October 12 | 1:30 pm
 - Jaki King & Tyler Johnson | October 18 | 10:00 am
 - Mathew Beyersdorf, Kevin Kawa & Brenda | October 20 | 12:00 pm
 - Kim Smith & Tyler Johnson | October 21 | 1:30 pm
 - Mathew Beyersdorf, Paula Kincaid & Brenda | October 25 | 12:00 pm
- D. Enrollment Management- Dr. Jeffrey Lamb
 - i. Dr. Lamb began with Guided Pathway mapping is getting better and much clear. Informed that feedback and support on this is good.
 - ii. Dr. Lamb shared target setting requires setting goals for funding formula The District has began developing a plan for enrollment management and will share when he has more information.
 - iii. Dr. Lamb informed on the late-start (8-10 week) courses marketing.
 - iv. Dr. Lamb requested: Would like to have enrollment management plan in agenda for its approval in effort to go to College Council. Will try for next meeting.

VII. Announcement:

- A. Classified Monica Macmillen has joined as a member of IE&A.
- B. IE&A is looking for members: student, classified and Dean (has to be appointed by President’s Cabinet), and faculty positions.

VIII. Upcoming 2021-2022 Meetings – All meetings are the first Wednesday of the month from **2:00-3:00pm** unless otherwise noted – S215

IX. Meeting adjourned at 2:52PM by Dr. Ortiz

November 3, 2021
December 1, 2021

February 9, 2022 (2nd Wed)
March 2, 2022
April 13, 2022 (2nd Wed)
May 4, 2022
June 1, 2022